ATTACHMENT #4 Specifications

Statement of Work for Mechanical and Electrical Services

Fresh Air System for the U.S. Embassy / GSO Section Damascus, Syria

1.0 PROJECT DESCRIPTION

- 1.1 The American Embassy in Damascus has a need for the services of a Contractor capable of installing electrical and mechanical systems. The purpose of the Project is to provide a fresh air duct system in the General Service Office of the American Embassy, located at 2, Al-Mansour Street, Damascus.
- 1.2 The Contractor will provide all services necessary for installation of the system including sheet metal fabrication, electrical connections, ceiling repair, and any other services necessary to deliver a complete and functional system.
- 1.3 The Contractor shall be responsible for all tools and materials necessary to accomplish the Project.
- 1.4 The Contractor shall be responsible for complying with all national and city health and building codes in the city of Damascus.

2.0 SCOPE OF WORK

- 2.1 The Contractor shall make arrangements to perform the work in a way that minimizes the disruption to normal operations of the office, and shall at all times ensure the safety of the Embassy employees. Scheduling work during weekends and off-hours may be necessary.
- 2.2 The 100 percent fresh air system shall be installed approximately as shown in the attached sketch. An electric fan shall be located at the south side of the building. The main duct will run from that location through the men's toilet to the center of the building. The main duct will divide into three to serve three areas: one duct to the Shipping Clerk's office; the second duct to the Procurement Office; and a third duct to the GSO Secretary.
- 2.3 An inspection of the Project location is recommended to observe the existing circumstances and determine the best approach to the project.

- 2.4 Before construction begins, provide a sketch of the system showing the Contractor's recommended approach to the project for the GSO's review and approval.
- 2.5 The Contractor shall install all components necessary to operate the system throughout the year summer and winter.
- 2.6 Provide all labor, parts and materials, tools, and equipment necessary to accomplish the Project.
- 2.7 Purchase and install all ducts, fans, ceiling diffusers, and all other mechanical aspects of the project.
- 2.8 Purchase and install all wiring, conduit, switches, electrical circuits, electric heating, thermostats, controls, and all other electrical aspects of the project.
- 2.9 Repair interior and exterior walls, ceilings, floors, and any other areas affected by the Project, including painting, plastering, and all work necessary to restore the area to the condition that existed before the Project.
- 2.10 At completion of the Project, remove all trash and debris completely from the property and dispose of it according to local laws and regulations.
- 2.11 Start-up the new system and demonstrate that all controls function normally.
- 2.12 The Contractor shall warranty all parts of the Project, materials and workmanship, for a period of 30 days from completion of the Project (final payment).

3.0 PAYMENTS

- 3.1 This Project will be a fixed-price basis.
- 3.2 Invoices for payment will be accepted for 25, 50, 75, and 100 percent of completion.

END STATEMENT OF WORK